

Getting Started

DIGITAL VOICE RECORDER

VN-3100/VN-3100PC VN-2100/VN-2100PC VN-1100/VN-1100PC

EN INSTRUCTIONS

Thank you for purchasing an Olympus Digital Voice Recorder.
Please read these instructions for information about using the product correctly and safely. Keep the instructions handy for future reference.

To ensure successful recordings, we recommend that you test the record function and volume before use.

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For customers in North and South America**USA RFI**

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Canadian RFI

This digital apparatus does not exceed the Class B limits for radio noise emissions from digital apparatus as set out in the Radio Interference Regulations of the Canadian Department of Communications.

Cet appareil numérique ne dépasse pas les limites de Catégorie B pour les émissions de bruit radio émanant d'appareils numériques, tel que prévu dans les Règlements sur l'Interférence Radio du Département Canadien des Communications.

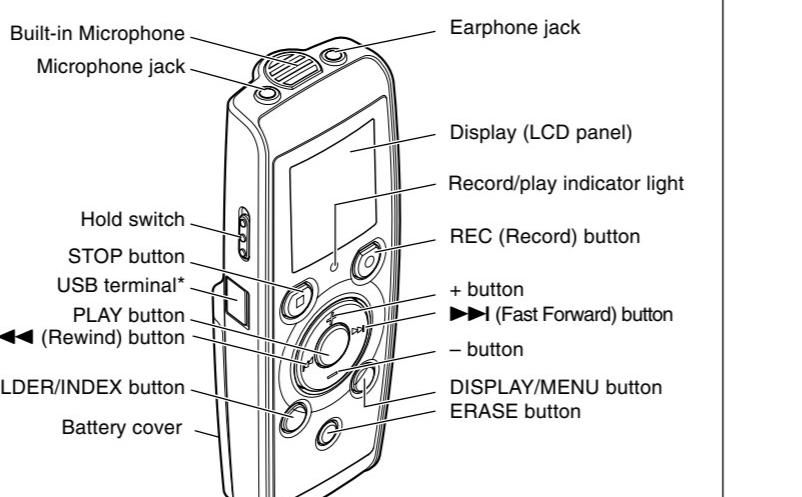
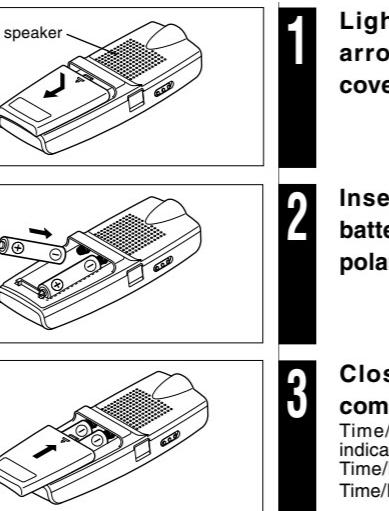
For customers in Europe

CE "CE" mark indicates that this product complies with the European requirements for safety, health, environment and customer protection.

WEEE This symbol [crossed-out wheeled bin WEEE Annex IV] indicates separate collection of waste electrical and electronic equipment in the EU countries. Please do not throw the equipment into the domestic refuse. Please use the return and collection systems available in your country for the disposal of this product.

Applicable Product : VN-3100/VN-3100PC/VN-2100/VN-2100PC/VN-1100/VN-1100PC

E1-BZ8174-02
AP0607

Identification of Parts**Inserting Batteries****Replacing Batteries**

When appears on the display, replace the batteries as soon as possible. Size-AAA alkaline batteries are recommended. When the batteries are depleted, appears on the display, and the recorder shuts off. It is recommended to set the HOLD switch to the HOLD position before you replace batteries to maintain the current settings (Time/Date, etc.). For your convenience, the recorder also logs the current settings in nonvolatile memory at hourly intervals.

Power Supply

The HOLD switch functions as a power button. When you do not use the recorder, set the HOLD switch to the HOLD position while the recorder is stopped. This will power off the recorder and minimize the battery drain.

Power on...Reset the HOLD switch.
Power off...Set the HOLD switch to the HOLD position.

Standby Mode and Display Shut Off

If the recorder is stopped or paused for 60 minutes or longer during recording or play back, it goes into Standby (power-save) mode, and the display shuts off. To exit Standby mode and turn on the display, press any button.

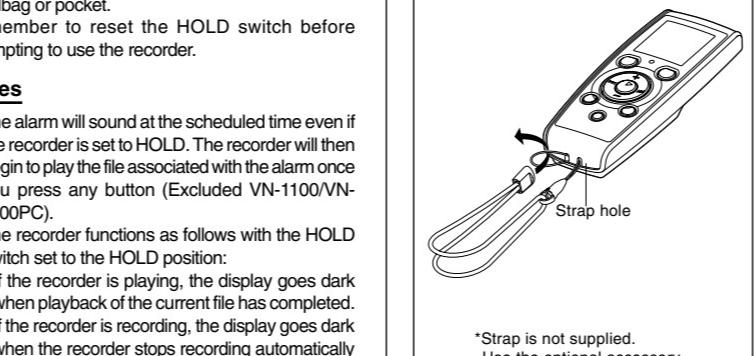
(Example: June 14, 2006)

Hold

Set the HOLD switch to the HOLD position. All operation buttons are disabled. This feature is useful when the recorder has to be carried in a handbag or pocket. Remember to reset the HOLD switch before attempting to use the recorder.

Notes

- The alarm will sound at the scheduled time even if the recorder is set to HOLD. The recorder will then begin to play the file associated with the alarm once you press any button (Excluded VN-1100/VN-1100PC).
- The recorder functions as follows with the HOLD switch set to the HOLD position:
 - If the recorder is playing, the display goes dark when playback of the current file has completed.
 - If the recorder is recording, the display goes dark when the recorder stops recording automatically upon running out of free memory.

How to Use the Strap**Notes on the Folders**

The recorder provides four folders, A, B, C, and D (D is for VN-2100/VN-2100PC/VN-3100/VN-3100PC only). To change the folder selection, press the FOLDER button while the recorder is stopped. Each recorded file is stored in a folder. Using folders to classify files makes it convenient to find files you want to access later. Up to a total of 100 files can be recorded in each folder.

Setting Time/Date (TIME)

If you have set the time and date, information as to when a sound file was recorded is stored automatically with that file.

When you install batteries for the first time or each time you replace the batteries, the hour indication will flash. In such a case, be sure to set the time and date by following steps 4 through 7 described below.

1 Press and hold the MENU button for 1 second or longer.**2 Press the + or - button until "TIME" flashes on the display.****3 Press the PLAY button.**

The hour indicator flashes.

4 Press the + or - button to set the hour.**5 Press the PLAY or ►► button to accept the minute.**

The minute indicator flashes. Pressing the ◀◀ button enables the hour setting again.

6 Press the + or - button to set the minute.

Repeat steps 5 and 6 to continue to set the year, month and date in the same way.

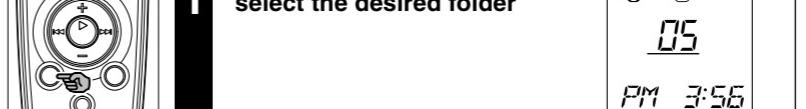
7 After setting the date, press the PLAY or ►► button.

This completes the time/date setup procedure.

(Example: June 14, 2006)

→ 6. 14 06 → 14. 6 06 → 06 6. 14

Recording

Press the FOLDER button to select the desired folder**Press the REC button to start recording.**

The Record/play indicator light turns red, and recording starts.

To stop recording, press the STOP button.

New recordings are saved as the last file in the folder.

**To Pause Recording****To Pause**

Press the REC button during recording.
→ "PAUSE" appears on the display and the record/play indicator light flashes.

To Resume Recording

Press the REC button again.
→ Recording will resume at the point of interruption.

Recording from External Microphone or Other Devices

The external microphone and other devices can be connected and the sound can be recorded.

- When the external microphone is connected to the microphone jack of the recorder, the built-in microphone will not operate.
- When using an external microphone, choose adequate microphone, such as a Noise-Cancellation microphone or Electret condenser microphone (optional).
- When connecting an external equipment, use the connecting cord KA33 (optional).

Notes

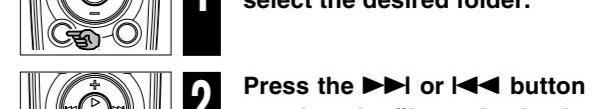
- If "FULL" appears on the display, you cannot record in the selected folder. In such a case, erase unnecessary files or download to PC (VN-1100PC/VN-2100PC/VN-3100PC).
- If the recorder is placed directly on a table when recording a meeting, it tends to pick up table vibrations. Put a notebook or other item between the table and the recorder so that the vibration is not easily transmitted for clearer recording.
- Even if you press the DISPLAY button, the display will not change to current recording time if the remaining recording time is 5 minutes or less.
- When remaining recording time falls to 1 minute or less, the Record/play indicator light flashes red.
- The recorder will enter Stop mode if it has been left paused for 60 minutes or longer.
- In case of difficult acoustic conditions or low speaker's voice, recording in XHQ or HQ is recommended. Also, usage of an external microphone (sold separately) could improve the quality of recordings.
- The input level cannot be adjusted on this recorder. When you connect the recorder to an external device, execute a test recording and adjust the output level of the external device.

LCD Display Information

You can select an option for the display of the recorder. This helps review and confirm different recorder settings and file information.

State of the recorder	Operation	Display
While in stop mode	Press and hold the STOP button	The total number of files recorded in the folder and remaining recording time appears on the display.
While in record mode	Press the DISPLAY button	The display switches between current recording time and remaining recording time.
While in stop mode or playback mode	Press the DISPLAY button	Playing time → Remaining playing time → Recording date of the file → Recording time of the file → Playing time . . .

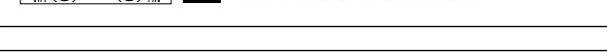
Playing Back

1 Press the FOLDER button to select the desired folder.**2 Press the ►► or ◀◀ button to select the file to play back.**

The Record/play indicator light turns green, and the elapsed playing time is indicated on the display.

3 Press the PLAY button to start playback.

The Record/play indicator light turns green, and the elapsed playing time is indicated on the display.



The display shows the volume level. You can choose between 0 to 30.

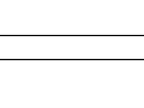
→ 0 → 10 → 20 → 30



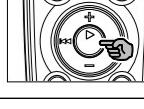
→ 0 → 10 → 20 → 30



→ 0 → 10 → 20 → 30



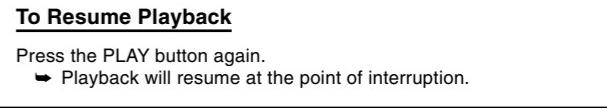
→ 0 → 10 → 20 → 30



→ 0 → 10 → 20 → 30

4 Press the + or - button to select the proper sound volume.

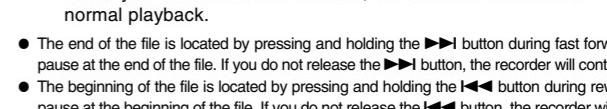
The display shows the volume level. You can choose between 0 to 30.



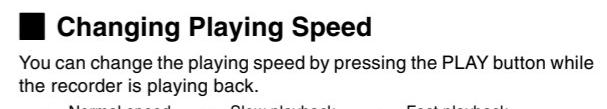
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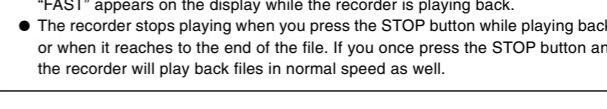
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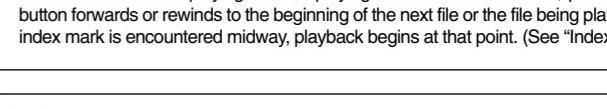
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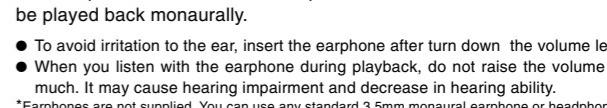
→ 0 → 10 → 20 → 30



→ 0 → 10 → 20 → 30



→ 0 → 10 → 20 → 30



→ 0 → 10 → 20 → 30

Erase

■ Erasing

You can easily erase unnecessary files. Sequential file numbers are reassigned automatically.

Erasing One File at a Time

- 1** Press the FOLDER button to select folder.
- 2** Press the **▶▶** or **◀◀** button to select the file to be erased.
- 3** Press the ERASE button.
- 4** Press the **▶▶** or **◀◀** button to select the "YES".
- 5** Press the PLAY button.

Erase All Files from a Folder

- 1** Press the FOLDER button to select folder.
- 2** Press the ERASE button twice.
- 3** Press the **▶▶** or **◀◀** button to select the "YES".
- 4** Press the PLAY button.

Notes

- An erased file cannot be restored.
- If operation is not executed for 8 seconds during the setting, it will return to the stop status.
- Completion of erasing may take several seconds.
- Do not attempt to remove, replace battery or attempt any other functions on the voice recorder during this period because data may be corrupted.

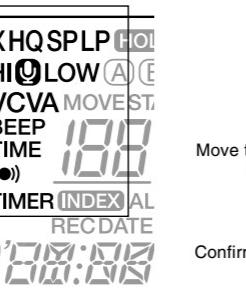
Menu

■ Basic Operation of the Menu Mode

Using the menu function, you can change various settings according to your preference.

- 1** Press and hold the MENU button for 1 second or longer while the recorder is stopped.
- 2** Press the + or - button to select what you would like to set up. The selected menu item flashes.
- 3** Use the **▶▶** or **◀◀** button to change the setting.
- 4** Press the PLAY button to confirm the setting.
- 5** Press the STOP button to close the menu.

Menu setting screen



Notes

- The recorder will stop if you leave it idle for 3 minutes during a menu setup operation, when a selected item is not applied.
- If you press the STOP button during a menu setup operation, the recorder will stop and apply the items that were set to that point.

■ Recording Modes (XHQ HQ SP LP)

The recording mode can be chosen from XHQ (extra high quality sound recording) and HQ (high quality sound recording), SP (standard recording), and LP (long-term recording).

In Menu mode selection... XHQ, HQ, SP, LP



Model	XHQ	HQ	SP	LP
VN-1100/ VN-1100PC	Approx.1 hour 25 minutes	Approx.2 hours 50 minutes	Approx.5 hours 50 minutes	Approx.17 hours 50 minutes
VN-2100/ VN-2100PC	Approx.2 hours 50 minutes	Approx.5 hours 50 minutes	Approx.11 hours 40 minutes	Approx.35 hours 50 minutes
VN-3100/ VN-3100PC	Approx.5 hours 40 minutes	Approx.11 hours 40 minutes	Approx.23 hours 30 minutes	Approx.71 hours 40 minutes

• The recording time shown above is for one continuous file. The available recording time may be shorter than specified if several files are recorded. (Use the remaining time and recorded time only as references.)

■ Microphone Sensitivity (HI LOW)

Microphone sensitivity is adjustable to meet your recording needs.

In Menu mode selection... HI, LOW

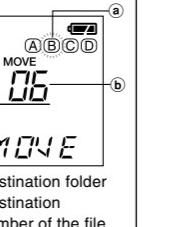
HI: High-sensitivity mode that records sounds in all directions.
LOW: Low-sensitivity mode suited for dictation.

- To ensure successful recording, make a test recording to choose appropriate microphone sensitivity before recording.
- If you choose "HI", we recommend setting the recording mode to XHQ or HQ to best take advantage of the higher sensitivity.
- If you choose "HI", background noise may be high depending on the recording conditions.

■ Moving File Between Folders (Excluded VN-1100/VN-1100PC)

You can move files recorded in folders A, B, C and D to other folders. The moved file is added at the end of the destination folder.

- 1** Choose the file you want to transfer and press the PLAY button to play it.
- 2** Press and hold the MENU button for 1 second or longer while the file is playing.
- 3** Press the **▶▶** or **◀◀** button to choose a destination folder.
- 4** Press the PLAY button.



■ Using The Variable Control Voice Actuator (VCVA)

When the microphone senses that sounds has reached a preset volume,

the built-in Variable Control Voice Actuator (VCVA) starts recording

automatically, and stops it when the volume drops.

Particularly helpful for extended recording, the VCVA not only conserves

memory by turning off recording during silent periods, but also makes

playback more efficient and convenient.

In Menu mode selection... On, OFF

• During recording, use the + and - buttons to adjust the VCVA level in 15 levels.

• The Record/play indicator light is lit during recording. When the recorder is in

Standby mode, the Record/play indicator light flashes and "VCVA" flashes on

the display.

VCVA indicator

05:23

■ System Sounds (BEEP)

The recorder beeps to alert you to button operations or warn you of

errors. System sounds may be turned off.

In Menu mode selection... On, OFF

• If the alarm playback function has been set, the alarm will sound at the scheduled

time even if the system sounds are disabled (Excluded VN-1100/VN-1100PC).

System sounds indicator

05:23

■ Alarm Playback Function ((●))

(Excluded VN-1100/VN-1100PC)

You can use the alarm playback function to sound the alarm tone for 5 minutes at the scheduled time. Within this 5 minutes, pressing any button other than the HOLD switch starts the recorder to play back the pre-selected file.

In Menu mode selection... SET, On, OFF→After selecting SET, press the PLAY button to set the time.

With the alarm playback function, only one file can be played back. Select a file for the function before setting the time.

To cancel an alarm playback

For ((●)) in the menu mode, select OFF and press the PLAY button.

• Regardless of the selected folder, once the alarm playback is set, it operates every day unless the setting is canceled.

• To view the current setting, select On, and then press the PLAY button.

• The alarm tone stops automatically if no button is pressed within 5 minutes after the alarm starts. The file is not played back in this case.

• If the recorder has no recorded file in the selected folder, the alarm playback function is not available.

• Alarm playback occurs every day unless it is set to OFF.

Alarm indicator

05:23

■ Timer Recording (TIMER)

(Excluded VN-1100/VN-1100PC)

You can schedule for automatic recording, specifying the start time and end time of recording. When the timer-controlled recording completes, the setting is released.

In Menu mode selection... SET, On, OFF→After selecting SET, press the PLAY button to set the time.

Timer indicator

05:23

■ To cancel the timer setting

For the timer in the menu mode, select OFF, and then press the PLAY button.

• To view the current setting, select On, and then press the PLAY button.

• With this function, you can set only the start and the end time of recording. The current settings of the recording mode, microphone sensitivity, VCVA and folder are applied for the settings before you set timer-controlled recording.

• The setting exceeding the remaining recording time is not allowed.

• You can record at any time even it is not within the specified recording duration. However, if that makes

the remaining recording time insufficient for the timer-controlled recording, the recording will not complete.

• If any operation is ongoing, the timer-controlled recording is overridden.

• Keep the unit out of the reach of children.

Other Functions

Batteries

⚠ Warning

- Batteries should never be exposed to flame, heated, short-circuited or disassembled.
- Do not attempt to recharge alkaline, lithium or any other non-rechargeable batteries.
- Never use any battery with a torn or cracked outer cover.
- Keep batteries out of the reach of children.
- If you notice anything unusual when using this product such as abnormal noise, heat, smoke, or a burning odor:
 - ① remove the batteries immediately while being careful not to burn yourself, and;
 - ② call your dealer or local Olympus representative for servicing.

Troubleshooting

Q1 Nothing happens when a button is pressed.

- A1 • The HOLD switch may be set to HOLD.
• The batteries may be depleted.
• The batteries may be inserted incorrectly.

Q2 No sound or quiet sound is heard from the speaker while playing back.

- A2 • The earphone plug may be plugged into the recorder.
• The volume may be set to the minimum level.

Q3 Recording is not possible.

- A3 By pressing the STOP button repeatedly while the recorder stops, check if the display shows:
• The remaining recording time in the selected folder may have reached "00:00".
• The number of files is 100.
Check if the display shows "FULL" by pressing the REC button.

Q4 The playback speed is too fast (slow).

- A4 The recorder may be set to Fast (slow) Playback.

Specifications

Recording medium: Built-in flash memory

Overall frequency response: XHQ mode 300 to 7,200 Hz
HQ mode 300 to 7,200 Hz
SQ mode 300 to 5,400 Hz
LP mode 300 to 3,100 Hz

VN-3100/VN-3100PC: 128 MB
XHQ mode: Approx. 5 hours 40 minutes
HQ mode: Approx. 11 hours 40 minutes
SP mode: Approx. 23 hours 30 minutes
LP mode: Approx. 71 hours 40 minutes

VN-2100/VN-2100PC: 64 MB
XHQ mode: Approx. 2 hours 50 minutes
HQ mode: Approx. 5 hours 50 minutes
SP mode: Approx. 11 hours 40 minutes
LP mode: Approx. 35 hours 50 minutes

VN-1100/VN-1100PC: 32 MB
XHQ mode: Approx. 1 hour 25 minutes
HQ mode: Approx. 2 hours 50 minutes
SP mode: Approx. 5 hours 50 minutes
LP mode: Approx. 17 hours 50 minutes

Electret Condenser Microphone (monaural)
Built-in ø 28 mm round dynamic speaker
120 mW

Speaker: ø 3.5 mm diameter, impedance 8 Ω
ø 3.5 mm diameter, impedance 2 kΩ

Microphone: Two AAA (LR03 or R03) batteries or
Power supply: Two Ni-MH rechargeable batteries

Alkaline batteries: 25 hours

Ni-MH rechargeable batteries: Approx. 15 hours
102(L) x 39 (W) x 19.5 (T) mm
Weight: 63 g (including battery)

* Battery life is measured by Olympus. It varies greatly according to the type of batteries used and the conditions of use.

* Your recorded contents are for your personal use or pleasure only. It is prohibited to record copyrighted material without permission of the copyright holders according to copyright law.

* Specifications and design are subject to change without notice for improvement of performance.

Accessories (Optional)

Ni-MH Rechargeable Battery Charger: BU-400 (Europe only)

Ni-MH Rechargeable Battery: BR401

Connecting cord (Earphone jack ↔ Microphone jack): KA333

Noise-Cancellation microphone: ME52

Electret condenser microphone: ME15

Dual monaural earphone: E20

Telephone pickup: TP7

Neck Strap: ST26